

NOVEMBER/DECEMBER 2025

**CSEL35 — COMPUTER ORIENTED
OFFICE AUTOMATION**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions

1. Define CPU.
2. What is LAN?
3. What is spacing in MS Word?
4. Mention the steps involved in frames inserting.
5. How will you select text in Excel?
6. How will you add Excel Sheet?
7. How header and footer are introduced in a power point presentation?
8. What is slide layout?
9. Write down the features of Adobe Photoshop.
10. Mention the shortcut keys used in Adobe Photoshop.



SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Describe the components of hardware used in a computer.

Or

- (b) Write a short note on internet.

12. (a) Discuss (i) Header and Foot (ii) Page break.

Or

- (b) Explain (i) Creation of Sections (ii) Formatting Frames in MS Word.

13. (a) Outline the followings :

- (i) Excel functions.
(ii) Defining names.

Or

- (b) Discuss the selection of fonts and protesting data.

14. (a) Describe the arranging objects in PPT.

Or

- (b) Discuss the adding audio and video effect.

15. (a) Explain the features of Adobe Photoshop.

Or

- (b) Discuss the printing and exporting work.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the operating system software.

17. Describe :

- (a) Creating Master Documents
(b) Web Page.

18. Discuss the following :

- (a) Creating Worksheet.
(b) Modifying Work Sheet.

19. Describe the formatting of a power presentation.

20. Explain the creating special effects and shortcut keys.

